



Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Watertown Housing Authority
Commissioner Report
March 13, 2023





Watertown Housing Authority

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Watertown, CT 06795

Wednesday, March 13, 2024

Regular Meeting - Country Ridge, 6:00 p.m.

Agenda

1. Roll Call
2. Chairwoman's Report
3. Approval of Minutes
 - a. Regular Meeting – February 14, 2024
4. Approval of bills paid in March 2024
5. Property Manager's Report
 - a. Update on Buckingham Windows
 - b. Available Apartments
 - c. Update on Recertifications
6. Resident Commissioner Report
7. Public Participation
8. Adjournment

**Regular Meeting Wednesday, February 14, 2024
Truman Terrace, 6:00 P.M.**

MINUTES

A regular meeting was held by the Housing Authority on Wednesday, February 14, 2024 at Truman Terrace – 6:00 P.M.

Chairwoman Janelle Wilk called the meeting to order at 6:00 p.m.

1. Roll Call

Members Present: Janelle Wilk – Chairwoman
 Dan DiVito – Vice Chairman (phone - left at 6:03)
 Sharon Pratt – Resident Commissioner
 Denise Russ – Commissioner

Absent:

Others Present: Lori Finke, Property Manager

2. Election of Officers

Lori Finke asked for nominations for Chair.

Sharon Pratt I would like to nominate Janelle Wilk as Chair.
Dan DiVito seconded the nomination.

Any other nominations? Any other nominations? Any other nominations?
Hearing none.
Nominations are closed.
All in favor

Motion passes unanimously

Janelle Wilk is Chair.

Chair Janelle Wilk asked for nominations for Vice Chair.

Denise Russ I would like to nominate Dan DiVito for Vice Chair.
Sharon Pratt seconded the nomination.

Are there any other nominations? Are there any other nominations? Are there any other nominations?
Hearing none.
Nominations are closed.
All in favor

Motion passes unanimously

Dan DiVito is Vice Chairman

Chair Janelle Wilk asked for nominations for Secretary/Treasurer.

Dan DiVito I would like to nominate Sharon Pratt for Secretary/Treasurer.
Denise Russ seconded the nomination

Are there any other nominations? Are there any other nominations? Are there any other nominations?

Hearing none.

Nominations are closed

All in favor

Motion passed unanimously

Sharon Pratt is Secretary/Treasurer

3. Chairwoman's Report

Chairwoman Janelle Wilk reported: "Happy Valentine's Day", I know I said this a few times, we will have a new commissioner for the next meeting. This commissioner will fill Carmine Verno's term up until next February.

4. Approval of Minutes

a. Special Meeting, January 31, 2024

A motion was made by Denise Russ, and seconded by Sharon Pratt to approve the Special meeting minutes of January 31, 2024.

Discussion: none.

By voice vote the motion was passed unanimously

5. Approval of bills paid in February 2024

Discussion: none.

A motion was made by Denise Russ, and seconded by Sharon Pratt to accept the bills for February 2024.

By voice vote the motion was passed unanimously

6. Property Manager's Report

Lori Finke, Property Manager reported:

- a. Update on Sampled Cameras – purchased 4 cameras hooked them up at Country Ridge and the picture is clear as can be, at night you would think it is still daylight. I will have signs posted on both doors so everybody knows.
- b. Update on glass replacement at Buckingham Terrace – the glass for the bedrooms was a different size and are on backorder. They expect the material on Monday and it will take a few days to be done.

7. Resident Commissioner Report

Sharon Pratt reported:

1. I received a call from a tenant at Country Ridge, Unit #18 She is upset she complained a few times about the lighting around her house. A motion sensor light was put up awhile back and it was taken down because it was not working properly. She has brought it to the housing authorities' attention on a few occasions. She said it is was very dark and was nervous with no lighting around there at all. She asked me to bring it to the board this evening.

Chair Janelle Wilk asked if PJ Electric could take a look.

Lori Finke suggested putting a flood light on the side of the building to cover a large area there.

Chair Janelle Wilk answered as long as it is within the amount, then we could do it, because that is a necessity.

2. I am asking for Country Ridge that when they do come to the board with a problem, they would like me follow up and call them back and let them know what was said at the meeting, if the meeting is not at Country Ridge.

Chair Janelle Wilk stated if they are not here that is not your responsibility, they could look at the minutes.

3. I have been taking care of things with SNAP and Energy Assistance until we do have an RSC. I asked Lori for anyone with forms to have them call me and then I will go to the office for that community to continue to do the paperwork for them until we hire somebody.

Chair Janelle Wilk thanked her.

8. Public Participation

Bill Damicis, Truman Terrace spoke.
Sam Orsini, Truman Terrace spoke.
Sharon Pratt, Truman Terrace spoke.
Gerry Gilbert, Truman Terrace spoke.
Diane Lautenschlager, Truman Terrace spoke.

9. Adjournment

A motion was made by Denise Russ and seconded by Sharon Pratt to adjourn meeting at 6:23 p.m.

By voice vote the motion was passed unanimously

Janelle Wilk
Watertown Housing Authority



WHA PAYABLES

3/6/2024
1:06 PM

Watertown Housing Authority
Accounts Payable
March 2024

Type	Date	Num	Name	Memo	Location	Amount
Bill	02/27/2024	TT 022724	3J's Painting LLC	TT C 1/2, 3/4, 5/6, 7/8. 9/10 prep, repair & pair	Truman Terrace	5,750.00
Bill	02/29/2024	TT 022924	3J's Painting LLC	TT B7/8, A 3/4, A 7/8, A/B connector prep, rep:	Truman Terrace	5,750.00
Bill	02/02/2024	TT 022824	3J's Painting LLC	TT C 11/12, 19/20, B 1/2, 3/4, 5/6 prep, repair	Truman Terrace	5,750.00
Bill	02/29/2024	TT 0229P	3J's Painting LLC	TT paint		1,475.67
Bill	02/24/2024	123007 022424	Ace Hardware of Watertown	monthly charges	All	236.23
Bill	02/07/2024	064776	Alarm Masters Inc	CR 16-18 - service call	Country Ridge	101.00
Bill	02/15/2024	50095	BTS Graphics & Printing, LLC	magnets-emergency numbers	All	193.05
Bill	03/01/2024	519315	Complete LLC	monthly contracted services	All	6,750.00
Bill	02/23/2024	097267	Dumouchel Paper	supplies	All	254.73
Bill	02/01/2024	5139 798 3032	Eversource	Service 01/02/24-02/01/24	Truman Terrace	134.33
Bill	02/27/2024	5113 818 3082	Eversource	Service 01/25/24-02/26/24	Truman Terrace	871.71
Bill	02/27/2024	5114 726 4022	Eversource	Service 01/25/24-02/26/24	Truman Terrace	78.92
Bill	02/27/2024	5125 298 3036	Eversource	Service 01/25/24-02/26/24	Buckingham Terrace	873.91
Bill	02/27/2024	5129 979 3026	Eversource	Service 01/25/24-02/26/24	Country ridge	49.18
Bill	02/27/2024	5131 089 3094	Eversource	Service 01/25/24-02/26/24	Country ridge	47.11
Bill	02/27/2024	5135 689 3081	Eversource	Service 01/25/24-02/26/24	Country Ridge	612.26
Bill	02/27/2024	5141 028 3030	Eversource	Service 01/25/24-02/26/24	Truman Terrace	208.17
Bill	02/27/2024	5141 089 3093	Eversource	Service 01/25/24-02/26/24	Country ridge	55.13
Bill	02/27/2024	5144 889 3081	Eversource	Service 01/25/24-02/26/24	Country ridge	45.65
Bill	02/27/2024	5147 056 4014	Eversource	Service 01/25/24-02/26/24	Country ridge	69.84
Bill	02/27/2024	5152 818 3080	Eversource	Service 01/25/24-02/26/24	Truman Terrace	135.55
Bill	02/27/2024	5154 889 3080	Eversource	Service 01/25/24-02/26/24	Country ridge	42.39
Bill	02/27/2024	5155 789 3047	Eversource	Service 01/25/24-02/26/24	Country ridge	73.97
Bill	02/27/2024	5160 799 3003	Eversource	Service 01/25/24-02/26/24	Country ridge	63.05
Bill	02/27/2024	5161 089 3091	Eversource	Service 01/25/24-02/26/24	Country ridge	43.57
Bill	02/27/2024	5164 136 4054	Eversource	Service 01/25/24-02/26/24	Buckingham Terrace	97.74
Bill	02/27/2024	5175 889 3077	Eversource	Service 01/25/24-02/26/24	Country ridge	65.12
Bill	02/27/2024	5179 146 4068	Eversource	Service 01/25/24-02/26/24	Country Ridge	28.22
Bill	02/27/2024	5181 389 3054	Eversource	Service 01/25/24-02/26/24	Country ridge	70.43
Bill	02/27/2024	5190 799 3000	Eversource	Service 01/25/24-02/26/24	Country ridge	67.20
Bill	02/27/2024	5191 018 3029	Eversource	Service 01/25/24-02/26/24	Truman Terrace	121.67
Bill	02/27/2024	5760 163 0056	Eversource - Gas	Service 01/25/24-02/26/24	Country Ridge	339.14
Bill	02/27/2024	5774 820 0037	Eversource - Gas	Service 01/25/24-02/26/24	Country Ridge	80.18
Bill	02/27/2024	5784 051 0028	Eversource - Gas	Service 01/25/24-02/26/24	Country Ridge	162.77
Bill	02/23/2024	6035 3221 5317 6031	Home Depot	6035 3221 5317 6031	All	1,840.29
Bill	02/14/2024	494TT	HP Maguire	TT A-1 Professional cleanup	Truman Terrace	2,871.73
Bill	02/28/2024	23268	J & J Lock LLC	CR service call		247.00
Bill	01/12/2024	8047	Marino's Waterbury Glass LLC	BT Window replacement project	Buckingham Terrace	14,375.00
Bill	02/10/2024	07881-138731-01-1	Optimum BT	Service 02/15-03/14/24	Buckingham Terrace	236.22
Bill	02/10/2024	07881-134130-01-9	Optimum CR	Service 02/15-03/14/24	Country Ridge	325.04
Bill	02/10/2024	07881-138730-01-3	Optimum TT	Service 02/15-03/14/24	Truman Terrace	226.84
Bill	02/14/2024	021424	Petty Cash	office supplies	All	400.00
Bill	02/27/2024	022724	Petty Cash	office supplies	All	300.00

3/6/2024
1:06 PM

Watertown Housing Authority
Accounts Payable
March 2024

Type	Date	Num	Name	Memo	Location	Amount
Bill	02/01/2024	10743	Piilicy & Ryan, PC	WHA conflict of interest complaint with CHFA	All	375.00
Bill	02/12/2024	7720	PJ Electric, Inc.	BT B3 - service call	Buckingham Terrace	93.75
Bill	01/11/2024	7642	PJ Electric, Inc.	BT B3 - replaced thermostat	Buckingham Terrace	232.30
Bill	02/23/2024	7728	PJ Electric, Inc.	CR 18- service call	Country Ridge	1,181.25
Bill	02/23/2024	7733	PJ Electric, Inc.	CR service call	Country Ridge	405.60
Bill	03/05/2024	7760	PJ Electric, Inc.	BT B5- service call		756.30
Bill	03/05/2024	7759	PJ Electric, Inc.	BT D5- service call		150.00
Bill	02/29/2024	120120	Prime Publishers, Inc.	Legal notice- RSC		136.00
Bill	03/01/2024	4892	Propertyworx LLC	Mar 2024 management services	All	6,930.00
Bill	02/15/2024	25013	Ray Palmer Plumbing & Heating, Inc.	TT C-16 bathtub installation, TT B-9 repair sho	Truman Terrace	690.12
Bill	03/01/2024	DOH263	State of CT-Dept of Housing	Grant refund 07.01.21-06.30.22	All	25.00
Bill	02/23/2024	TT C-16	Steven L. Clark	TT C-16 remove & replace tub and walls	Truman Terrace	4,100.00
Bill	02/28/2024	60117245	Stewart & Stevenson Power Products	CR Annual preventive maintenance - generator		775.00
Bill	03/01/2024	0603063981 BT	USA Hauling & Recycling Inc	BT monthly service	Buckingham Terrace	437.23
Bill	03/01/2024	0603063982 CR	USA Hauling & Recycling Inc	CR monthly service	Country Ridge	437.23
Bill	03/01/2024	0603063980TT	USA Hauling & Recycling Inc	TT monthly charge	Truman Terrace	487.85
Bill	02/26/2024	1020740 0224	Watertown Fire District	TT Service 01/16-02/15/24	Truman Terrace	306.37
						<u>69,039.01</u>



Property Manager Update

Open Apartments as of March 13, 2024

Complex	Unit #	Condition / Necessary Work	Comment
Country Ridge			
2			
	CR 4	Resident has moved to Convalescent home	Painting is completed and flooring is scheduled
	CR 20	Resident passed away	In the process of updating the apartment.
Buckingham Terr.			
0			
Truman Terrace			
2 Available			
	C-7		Showing 2nd time the week of 3/18 Possible tenant.
	C-16		Showing
New Tenants since 11/1/2020			
Country Ridge			
	31	Irene Lucewicz	12/1/2020
	34	Charles Mordenti (Wife passed 1/21)	1/1/2021
	32	Claire Cipriano	10/1/2021
	26	Mario Mancini	7/1/2022
	34	Louella Plaut	8/15/2022
	40	Arnold Torretta	3/1/2023
	7	Edward & Lynn Marti	3/1/2024
Buckingham Terr			
	B-5	Chiarini Orsini	11/15/2020
	B-2	Wendy Cote	1/15/2021
	C-2	Margret Hillman	3/1/2021
	C-6	Valerie Whitford	5/1/2021
	C-5	Steven Pappineau	6/1/2021
	A-6	Thomas St. Onge	8/15/2021
	C-4	Domenic Petro	9/1/2021
	D-2	Mark Rayel	6/1/2022

	A-2	Josephine Brantmeyer	11/1/2022
	A-3	Kevin Kiefer	6/1/2023
	B-7	Phyllis West	9/15/2023
	D4	Tanya Johnson	11/1/2023
	A-6	Mark Docchio	1/1/2024
	A-7	Elsa Williams	1/1/2024
	C-7	Menuhkisqua Benedict	3/1/2024
Truman Terr.			
	C-13	Judith Wrogg	12/1/2020
	C-11	Robin Lynn Teach	4/1/2021
	C-17	Francis Membrino	4/1/2021
	C-1	Gertrude Druan	8/15/2021
	A-8	Lisa Perrucci	9/1/2021
	B-2	Diane Lautenschlager	9/1/2021
	B-5	Roger Anctil	10/15/2021
	B-10	Maureen Murray	11/12/2021
	B-1	Rosemary Ann LoRusso	12/17/2021
	B-4	William Behr	12/17/2021
	B-1	Keivn Pzafer	8/1/2022
	C-19	Edmond Charette	9/1/2022
	C-15	Madeline DiStiso	9/1/2022
	B-12	Janice Gentil	11/1/2022
	A-3	Patricia Nielson	3/1/2023
	B-1	Janine Kiefer	5/1/2023
	A-8	Samuel McCleary	5/15/2023
	B-7	Jeffery Grenier	9/1/2023
	C-6	Nancy Woodward	10/15/2023
	B-5	Anthony Raimo	1/1/2023
Transfers			
Buckingham Terr.	A-6 - A1	Marza Noss	12/12/2020
Truman Terr.	C-15 - C-5	Ayriye Osman	8/1/2021
Truman Terr.	B-1 - C-14	Keivn Dzafer	11/1/2022
Buckingham Terr.	A- 6 - B-2	Tom St. Onge	12/15/2022
Truman Terr	B-7 - C-9	Karen Searles	1/4/2023

Truman Terr	C-16- B4	Richard Gaynor	7/1/2023
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29 Work Orders

DUE	WO#	STATUS	WORK ORDER TITLE	PRIORITY	ASSIGNEE(S)	LOCATION NAME	ASSET	LAST UPDATED	CREATED ON
	1634	Complete	TT C-13 Please check the lock on the main door.	NONE	Lori Finke	Judith Wrogg, Unit C-13, 203-206-3441		02/16/24	02/15/24
	1650	Complete	BTA-2Ants	NONE	Lori Finke	Josephine Brandtmeyer, Unit A-2, 959-209-4676		03/04/24	02/29/24
	1638	Complete	BT 8-5 Remove window trim and foam.	NONE	Lori Finke	Chiarina Orsini, Unit B-5, 860-274-8420		02/21/24	02/20/24
	1639	Complete	BTB-5 Toilet repair- Emergency on Sunday	NONE	Lori Finke	Chiarina Orsini, Unit B-5, 860-274-8420		02/20/24	02/20/24
	1645	Complete	BT 8-7 Install replacement blinds	NONE	Lori Finke	Phyllis West Unit 8-7, 203-910-5637		03/01/24	02/28/24
	1642	Complete	BTC-7Wash floors after windows installed	NONE	Lori Finke	OPENC-7		02/27/24	02/23/24
	1660	Complete	BT Clothes line between EI - DI. Needs new rope	NONE	Lori Finke	Watertown Housing Authority- Buckingham Terrace		03/12/24	03/08/24
	1654	Complete	BTD-8 Blind needs to be hung	NONE	Lori Finke	Suzanne Griffin, Unit D-8, 860-417-6147		03/07/24	03/05/24
	1655	Complete	BTD6Snake out bathroom sink	NONE	Lori Finke	Kathleen Licnikas, Unit D-6, 203-695-1356		03/12/24	03/05/24
	1636	Complete	CR - TT Please relocated mobile chair to TT	NONE	Lori Finke	Watertown Housing Authority- Country Ridge		02/20/24	02/16/24
	1652	Complete	CR 2 Install new shower head	NONE	Lori Finke	Shirley Belinski, Unit 2, 860-274-1952 (cell: 860-417-7526)		03/05/24	03/01/24
	1635	Complete	CR 33 Kitchen blind is broken	NONE		Sadie Carrah, Unit 33, 860-274-0028		02/16/24	02/15/24
	1647	Complete	CR 36 Kitchen sink needs to be snaked	NONE	Lori Finke	Paula Grenier, Unit 36, 772-342-2177		03/04/24	02/28/24
	1653	Complete	CR 39 Replace screen door	NONE	Lori Finke	Georgianna Duval, Unit 39, 860-417-2893		03/06/24	03/05/24
	1643	Open	CR4Open apartment Prep for showing	NONE	Lori Finke	OPENCR4		02/27/24	02/27/24
	1659	Complete	CR 7 Bathroom door is rubbing on the floor	NONE	Lori Finke	Edward & Lynn Marti, Unit 7, 860-274-8738		03/12/24	03/07/24
	1648	Complete	CR8Storage room needs a new ceiling light bulb	NONE	Lori Finke	Beverly Monterosso, Unit 8, 860-274-5841		03/04/24	02/29/24
	1646	Complete	CR C C Replace connector on camera	NONE	Lori Finke	Watertown Housing Authority- Country Ridge		03/01/24	02/28/24
	1656	Complete	TT A2 Outside light needs new	NONE	Lori Finke	Gerald Gilbert, Unit A-2, 203-695-		03/12/24	03/07/24

		bulb			5931		
1661	Open	TT B1 Rechawk around tub cut out	NONE	Lori Finke	Janine Kiefer, Unit B-1, 203-757-973B	03/11/24	03/11/24
1641	Complete	TT B-7 Replace medicine cabinet in the bathroom	NONE	Lori Finke	Jeffrey S Grenier, Unit B7, 413-614-9763	02/27/24	02/23/24
1644	Complete	TT C-1 Replace light bulb in night light	NONE	Lori Finke	Gertrude (Trudy) Druan, UnitC-1, 203-592-6063	02/28/24	02/27/24
1662	Complete	TTC-4Add handicap rails on toilet	NONE	Lori Finke	Karen Whitten, UnitC-4, 860-417-8322	03/12/24	03/11/24
1649	Open	TTC-6 Bad outlet please replace	NONE	Lori Finke	Nancy Woodward, UnitC6	02/29/24	02/29/24
1657	Complete	TT Inspect two Apartments with Lori and Sharon	NONE	Lori Finke	Watertown Housing Authority-Truman Terrace	03/12/24	03/07/24
1658	Complete	TT upper parking lot cold patch	NONE	Lori Finke	Watertown Housing Authority-Truman Terrace	03/12/24	03/07/24
1640	Complete	Truman mensroomCC replace toilet	NONE	Lori Finke	Watertown Housing Authority-Truman Terrace	02/20/24	02/20/24
1637	Complete	TtC-19Swap out refrigerator with one in storage	NONE	Lori Finke	Edmond Charette, UnitC-19,203-560-8374	02/20/24	02/16/24
03/04/24 1651	Complete	TT B7 Please put a cone on the sidewalk - lifting	NONE	Lori Finke	Jeffrey S Grenier, Unit B7, 413-614-9763	03/04/24	02/29/24